CITY OF OREGON CITY
CITY COMMISSION EMERGENCY MEETING AGENDA

Virtual Meeting
Monday, April 11, 2022 at 6:45 PM

This emergency meeting is being called to respond to the unseasonal winter weather experienced in the region, specifically to address unanticipated cold temperatures. Typically, there are no public comments at emergency sessions, but written comments are accepted by:

- *Email recorderteam@orcity.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)*
- *Mail to City of Oregon City, Attn: City Recorder, P.O. Box 3040, Oregon City, OR 97045*

CONVENE EMERGENCY SESSION AND ROLL CALL

DISCUSSION ITEMS

1. Resolution No. 22-18, Declaring an Emergency and Exempting a Temporary Warming Shelter at The Father's Heart Street Ministry from Planning Code Requirements (April 11, 2022 until April 18, 2022)

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the City Recorder. When the Mayor/Chair calls your name, proceed to the speaker table, and state your name and city of residence into the microphone. Each speaker is given three (3) minutes to speak. To assist in tracking your speaking time, refer to the timer on the table.

As a general practice, the City Commission does not engage in discussion with those making comments.

Electronic presentations are permitted but shall be delivered to the City Recorder 48 hours in advance of the meeting.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Video Streaming & Broadcasts: The meeting is streamed live on the Oregon City's website at www.orcity.org and available on demand following the meeting. The meeting can be viewed on

Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.

RESOLUTION NO. 22-18

A RESOLUTION DECLARING AN EMERGENCY AND EXEMPTING THE FATHER'S HEART STREET MINISTRY FROM PLANNING CODE REQUIREMENTS ON A TEMPORARY BASIS

WHEREAS, Oregon City Municipal Code (OCMC) 2.52.020 defines "emergencies" to include "any man-made or natural event or circumstance causing or threatening loss of life, injury to person or property, human suffering…., and includes, but is not limited to, severe weather"; and

WHEREAS, OCMC 2.52.040(L) authorizes the City, in cases of emergency to "order such other measures as are necessary for the protection of life or property, or for the recovery from the emergency"; and

WHEREAS, the City has received information from Clackamas County health officials and existing homeless service providers that there is a need for additional shelter resources during cold weather events; and

WHEREAS, The Father's Heart Street Ministry (TFHSM) located at 603 12th Street has available resources and space to provided needed shelter during the extremely cold weather; and

WHEREAS, TFHSM is willing to provide shelter and is not requesting any monetary commitment or reimbursement from the City; and

WHEREAS, TFHSM facility may house up to 49 individuals from 6 p.m. to 7 a.m. each day that the outside temperature is 33 degrees or below, including wind chill factor, as measured by the National Oceanic and Atmospheric Administration during the duration of the emergency, from April 11, 2022 to April 18, 2022; and

WHEREAS, the forecast identifies freezing weather; and

WHEREAS, the forecasted weather events are natural events that threaten the loss of life, injury to person or property or human suffering; and

WHEREAS, the City Commission is concerned that the expected conditions will require immediate shelter needs, response by city staff and other measures that are currently unanticipated.

NOW, THEREFORE, THE CITY OF OREGON CITY RESOLVES AS FOLLOWS:

Section 1. The Oregon City Commission hereby declares an emergency, limited to the Father's Heart Street Ministry (TFHSM) located at 603 12th Street due to forecasted severe cold weather. Consistent with OCMC 2.52.070 and, by this resolution, the Commission declares an emergency from approval of this Resolution until 7 a.m. April 18, 2022.

Section 2. Based on the emergency identified above, the City Commission grants to TFHSM an exemption from the Oregon City Zoning Code for the sheltering of up to 49 individuals from 6

p.m. to 7 a.m. each day the temperature 33 degrees or below, including wind chill factor, for the duration of the emergency.

Section 3. TFHSM is authorized to temporarily provide shelter provided the facilities comply with the City of Oregon City and Clackamas Fire District #1 Temporary Emergency Policy (Exhibit A).

Section 4. TFHSM must comply with COVID-19 regulations by the state and the Oregon Health Authority, as applicable.

Section 5. City staff shall request, as necessary, any assistance required from other agencies, including the state of Oregon, Clackamas County, Clackamas County Fire District No. 1, the American Red Cross or other agencies.

Section 6. The City Commission adopts the following procedures to prevent, minimize, respond to or recover from the emergency consistent with OCMC 2.52.040:

X	L.	Order such other measures as are necessary for the protection of life or property, or for the recovery from the emergency.

Section 7. This resolution shall take effect April 11, 2022.

Approved and adopted at a regular meeting of the City Commission held on the 11th day of April 2022.

RACHEL LYLES SMITH, Mayor

Attested to this 11th day of April 2022:

Jakob S. Wiley, City Recorder

Approved as to legal sufficiency:

City Attorney

Attachment:

Exhibit A. The City of Oregon City and Clackamas Fire District #1 Temporary Emergency Policy

CLACKAMAS FIRE DISTRICT #1

TEMPORARY EMERGENCY SHELTER POLICY

City of Oregon City and Clackamas Fire District #1 Joint Policy

The following policy is a collaboration between the City of Oregon City Building Official and the Clackamas Fire District #1 Fire Marshal for Temporary Warming Shelter's within the jurisdictional boundary of the Oregon City city limits.

This policy contains the minimal guidelines to allow a building not normally designated as an "R" (Residential) Occupancy (use of a building or structure, or a portion thereof, for sleeping purposes) to be used as a temporary shelter.

Registration:

Each year prior to opening as an emergency shelter the building manager shall contact the City of Oregon City Building Division to request approval. The approval will be subject to an on-site inspection to verify the building meets the minimum requirements of this policy. Written approval will be provided for building(s) being requested to be used as a Temporary Shelter. All buildings are subject to applicable Land Use Regulations and require written approval from the City of Oregon City Planning Division approving the use of the structure as a Temporary Shelter.

Time Limits:

If approved, a building may be used as a temporary shelter for a maximum of ninety (90) days within any twelve (12) month period of time beginning on the first (1st) day of occupancy or as approved by the local authority having jurisdiction. A thirty (30) day extension may be requested and will be reviewed by the authority having jurisdiction and a determination made depending on the weather requiring a need for additional temporary shelters availability.

Maximum Number of Occupants Allowed:

The maximum number of allowable temporary shelter occupants shall be calculated using an occupant load factor of one (1) individual for every thirty-five (35) square feet of room area.

Life Safety Requirements: The following minimum life safety requirements apply to all buildings being used as a temporary shelter.

1. **Fire Sprinklers:**

   It is not necessary for a building to have fire sprinklers installed to allow it to be used as a temporary shelter. However, buildings with an approved fire sprinkler system installed may have sleeping located on any building or floor area.

   In buildings without fire sprinklers installed, the temporary sleeping areas may only be located on the first (ground) or second floor. Sleeping areas are not permitted in basement areas of a non-fire-sprinklered building.

2. **Smoke Alarms and Detection:**

   - All temporary shelter sleeping areas shall be provided with approved smoke alarms or a complete approved smoke detection system.
   - All other areas of the building used for temporary shelter operations shall be equipped with smoke alarms or a smoke detection system as approved by the authority having jurisdiction.
   - Smoke alarms or Smoke Detection may be battery operated.

3. **Carbon Monoxide (CO) Alarms and Detection:**

   - All temporary shelter sleeping areas shall be provided with approved carbon monoxide alarms or a complete approved detection system in buildings that have a carbon monoxide source such as heater, fireplace, furnace, appliance or cooking source that uses, coal, wood, petroleum products and other fuels that emit carbon monoxide as a by-product of combustion. This would include buildings with an attached garage with a door, ductwork or ventilation shalt that communicates with the rooms intended for sleeping.
   - Carbon monoxide maybe battery operated.

4. **Means of Egress (Exits):**

   All floor levels with temporary shelter areas shall have a minimum of two means of egress (exits) from each floor level. All means of egress (exits) paths shall be maintained free of obstructions at all times. Exits from sleeping areas shall be as follows:

   - Sleeping areas located on the ground floor of a temporary shelter with an occupant load of 49 or less shall have at least one (1) exit and at least one(1) window qualifying as an escape or rescue window as defined by the current Oregon Residential Specialty Code.
   - All other floor levels used as temporary shelter sleeping areas that have an occupant load of ten (10) or more shall have at least two (2) exits from the area. The exits

serving the areas shall be separated by a distance equal to at least one-third (1/3) of the longest diagonal distance of the area.

5. **Emergency Evacuation Plan:**
   All temporary shelters shall create and maintain an approved emergency evacuation plan which provides evacuation of all occupants in an emergency event. At a minimum, the emergency evacuation plan shall contain the following:

   - Building floor plans. Building floor plans for each floor of the temporary shelter with sleeping areas clearly identified.
   - Room size. The square footage of all rooms of the temporary shelter.
   - Egress (exit) path. Building floor plans shall clearly show the egress (exit) paths from all areas of the temporary shelter. Egress (exit) path floor plans shall be posted throughout the temporary shelter.
   - Life-safety systems. The emergency evacuation plan shall also include information about the fire sprinkler system, fire alarm system of the smoke detection systems.
   - Location of the required fire extinguishers placed within the building.

6. **Fire Extinguishers:**

   - Appropriately sized fire extinguishers shall be placed adjacent to the means of egress with clearly marked indicators as to the location.

7. **Fire Watch:**

   - During sleeping hours a fire watch shall be maintained continuously. This means at least one responsible person at least 18 years of age shall be awake and assigned this responsibility. The fire watch person shall be equipped with a working flash light and have access to a phone or carry a cell phone on their person.

8. **Smoking or Open Flames:**

   - Smoking shall not be allowed at any time inside the temporary shelter.
   - Open flames shall not be allowed within the temporary shelter except for approved cooking appliance which require a flame for combustion fuel to operate.

9. **Documentation:**

   - Documentation of all fire safety requirements including copies of the temporary shelter evacuation plan shall be maintained on site and shall be available for review at the request of the authority having jurisdiction.

10. **Responsible Person In Charge:**

    - The authority having jurisdiction shall be notified of the Responsible Person In Charge of the temporary shelter and be provided with a means of contact. An alternate Responsible Person In Charge may be listed.

- The responsible Person In Charge is responsible to maintain the list of the aforementioned requirements are complied with.

11. Revocation:

- Failure to maintain the minimum requirements of the policy can result in the temporary shelter approval being revoked by the authority having jurisdiction.

City of Oregon City Building Official — Date: November 29, 2017

City of Oregon City Community Development Director — Date: 11.29.2017

Clackamas Fire District #1 Fire Marshal — Date: November 29th, 2017